



PLEASE POST

**THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT**

POSITION POSTED: Case Manager
SALARY RANGE: \$33,568.00 - \$44,872.00
DATE POSTED: June 24, 2016 – July 8, 2016

ELIGIBILITY: This examination is open to anyone who meets the minimum qualifications.

A PERSON MAY NOT PARTICIPATE IN AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAS EXPIRED SINCE THE LAST EXAMINATION FOR THE TITLE.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in any of the following fields; Social Work, Counseling, Psychology, or Criminal Justice.
- Two (2) years of case management experience.

DESCRIPTION OF WORK:

Under limited supervision of the Court Program Coordinator, the Case Manager conducts interviews of referred clients to the Court Programs; monitors and supervises participants in conjunction with outside agencies; and records and reports program compliance or non-compliance to Judges including recommendations for continuance, expulsion, or graduation when required.

FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.

SELECTION: Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria. Applicants who achieve a passing score on each portion of the examination process shall be placed on the eligibility list.

NOTE: Information provided on application forms and subsequent verification thereof may be used to determine applicant's qualifications for this position. **Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX-70% MIN)

Evaluation of Training, Experience & Personal Qualifications	Pass/Fail
Written Examination	50%
Interview	50%

APPLICANTS MUST ATTAIN A MINIMUM SCORE ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON SUBSEQUENT PARTS OF THE EXAMINATION.

APPLICATION PROCEDURE AND DEADLINE:

Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement.** **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED FROM THE FOLLOWING WEBSITE www.3rdcc.org. A VALID EMAIL ADDRESS IS REQUIRED TO APPLY.** **APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION.** An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

CANDIDATES CONSIDERED FOR PLACEMENT IN THIS JOB TITLE WILL BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

**** AN EQUAL OPPORTUNITY EMPLOYER ****

**Third Judicial Circuit of Michigan
Department of Human Resources**

Classification Code: 600-008

Date Issued: 06/22/2016

TITLE: Case Manager

OVERVIEW:

Under limited supervision of the Court Program Coordinator, the Case Manager conducts interviews of referred clients to the Court Programs; monitors and supervises participants in conjunction with outside agencies; and records and reports program compliance or non-compliance to Judges including recommendations for continuance, expulsion, or graduation when required.

ESSENTIAL FUNCTIONS:

1. Conducts intake of potential participants referred to the Court under established program guidelines.
2. Educates defendants and lawyers concerning Court Program requirements.
3. Refers participants to outside agencies and other community resources for assistance.
4. Monitors compliance of Court Program participants with the conditions of the Court Order and related program requirements.
5. Acts as liaison between the participant's probation officer and the Judge.
6. Attends Court proceedings and status conferences for participants.
7. Confers with Judges on pertinent information relating to participants' performance levels.
8. Prepares all necessary documentation for maintenance of the computer database, client files, and court proceedings.
9. Collects and provides necessary data for statistical reporting.
10. Attends and participates in team meetings and program seminars as required.
11. Meets with participants to assess and assist with potential problems and needs.
12. Recommends incentives, sanctions, and levels of supervision of participants to the Judge.
13. Requests adjournment of status conferences for participants when deemed necessary.
14. Completes show cause orders for defendants that fail to appear for status conferences when required.
15. Performs other duties as assigned.

QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university in the any of the following fields; Social Work, Counseling, Psychology, or Criminal Justice.
2. Two (2) years of case management experience.
3. Excellent interpersonal and verbal communications skills for dealing with clients, the Court, and law enforcement authorities.
4. Excellent written communication skills for preparing reports and recommendations.
5. Good knowledge of community resources.
6. Ability to remain calm and use good judgment in difficult situations.

LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:

Candidates considered for placement in this job title will be subject to a Criminal Background Investigation.

The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.

NOTES:

04/29/2013	Updated for formatting and content
06/22/2016	Updated Special Requirements